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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Agency Directors and Human Resources Directors of All Agencies,  
Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: September 23, 2003

SUBJECT: 2004 Holiday Schedule

Listed below are dates on which legal holidays for South Carolina State employees will be observed in 2004.

As in the past, agencies with a seven-days-a-week operation should ensure that full-time employees who do not work the Monday through Friday workweek will receive the same number of holidays as those who work the Monday through Friday schedule.

New Year's Day	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 19 (3 <sup>rd</sup> Monday in January)
George Washington's Birthday/ President's Day	Monday, February 16 (3 <sup>rd</sup> Monday in February)
Confederate Memorial Day	Monday, May 10
National Memorial Day	Monday, May 31 (Last Monday in May)
Independence Day	Monday, July 5 (Observed)
Labor Day	Monday, September 6 (First Monday in September)
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25 (4 <sup>th</sup> Thursday in November)
Day After Thanksgiving Day	Friday, November 26
Christmas Day	Friday, December 24 (Observed)
Day After Christmas	Monday, December 27 (Observed)

Holiday schedules of public colleges and universities, including technical colleges, shall not violate the holiday provisions above so long as the number of holidays provided for in Section 19-708.02 A. of the State Human Resources Regulations are not exceeded.

If you have any questions, please call your Human Resources Consultant at 737-0900.

SW:km

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